

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

Deputy Director (Support)

DATE

22 JUL 1963

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Director of Logistics  
1 C 50 Quarters Eye

Jim:

Note the attached Action Memorandum concerning redecoration of the Director's suite. Please keep after this and see that prompt action is taken. I understand that [ ] will try to coordinate work on replacement of the air-conditioning with this project so as to get everything done at once. This should certainly be done if at all possible.

Keep me informed of your progress.

151  
LKW

Att: Memo to DD/S fm ExDir, dtd 18 Jul 63, subj: Renovation of the Director's suite (A-273) (DD/S 63-3108)

EA-DD/S:RBF:maq (22 Jul 63)

Distribution: cc

Orig - D/L w/ [ ] of att

1 - DD/S Subject w/ [ ] of att  
1 - DD/S Chrono

(CLASSIFICATION)

DD/S 63-3108

63-5778

# OFFICE OF THE DIRECTOR

Action Memorandum No. A-273

Date 18 July 1963

TO : Deputy Director (Support)

SUBJECT : Renovation of the Director's Suite

REFERENCE:

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1. The Director has approved the recommendations of the Fine Arts Commission (FAC) for renovating the Director's Suite. Preliminary estimates for this work are between \$30,000 and \$40,000. Funds will be obligated out of the O/DCI allotment.

25X1 2. It is my understanding that Mr. Dudley Brown of the Office of Federal Supply, General Services Administration (GSA), has concurred in the selection of the firm [ ] to do this job. Mr. Brown stated that although it would be highly desirable for his office to undertake the responsibility for the design and execution of the renovations, he doubted whether his present staff would be able to undertake this project within the limited time required for completion once the DCI had given his approval.

3. The DDS shall prepare an appropriate contract with [ ] in coordination with the Chairman/FAC, the General Counsel, and if necessary, GSA, to insure that the work is completed during the first three weeks of August 1963, and the required furniture is procured as rapidly as possible.

4. Please keep me advised of your progress on this project.

[ ]

✓ Lyman B. Kirkpatrick  
Executive Director

SUSPENSE DATE: 22 August 1963

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CONFIDENTIAL

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STATINTL

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